

**Kendrick School**  
**Year 12 Admissions Policy – September 2018 Entry**



**FINAL AND PUBLISHED**

**Kendrick School is a selective girls' school with academy status.**

**Application for a place**

Kendrick School offers the A level curriculum in the Sixth Form. Places will be offered to students born between 1 September 2001 and 31 August 2002 and/or who will be in Year 11 at the time of application.

Applications must be made directly to Kendrick School, not to the Local Authority.

**Entry into the Sixth Form**

**The GCSE entry criteria below apply equally to internal and external applicants.**

For entry into Kendrick School Sixth Form, applicants will normally have to satisfy the following minimum conditions:

- 8 GCSEs grades A\* - B or 9-5 two of which must be English Language and Mathematics and all should be from full GCSE courses.
- At least a grade B or 6 at GCSE in the subjects to be studied at AS/A-level.
- Grade B or 6 or above in the *Higher Tier* is an entry requirement for Mathematics and/or Science AS/A level courses. Students who have taken Foundation Tier GCSE courses in Mathematics and Sciences (rather than Higher Tier) are unlikely to have covered all the appropriate topics from which they can move on to A-level in the context of this school.
- To study a Science subject it would be necessary for an applicant to have achieved at least a Grade B or 6 in both Higher Tier Science and Additional Science or Separate Science GCSEs.
- Students who wish to study Further Mathematics must achieve at Grade A\*-A or 9-7 in GCSE Mathematics.
- Students would be expected to have studied GCSE in subjects they wish to study at A-level. In the case of Economics and Sociology where the subjects may not have been studied at GCSE level, Grade B or 6 in English Literature and a Humanity would be required as a minimum condition of entry to the course.
- Students living overseas at the time of application and not taking GCSE courses must provide evidence of the equivalence of their externally taken qualifications to GCSE by an official organisation (for example NARIC).
- Students who are Home Schooled will be asked to provide a reference and predicted GCSE grades from a professional body. In the absence of a reference they may be asked to sit mock GCSE examinations at Kendrick School.

**Kendrick School Admissions Number**

- The admission number for external applicants for Year 12 is 44.
- This is in addition to the 96 students currently in Year 11. Allowing for students who leave Kendrick School at the end of Year 11, and subject/course availability, this normally means we admit at least 44 new students into Year 12.
- The maximum number of students in Year 12 is 140.

**Timetable**

- The process for routine admission into the Sixth Form at Kendrick School (Year 12) in 2018/19 begins in November 2017 and ends on 1st September 2018.
- Application forms will be available online after the Sixth Form Open Evening which will be held in November 2017. (This will be advertised in the local press and details will be available on request from the school and on the school website.)

**Deadline for receipt of applications**

- Individual applications must be received by Kendrick School by Friday 26<sup>th</sup> January 2018.
- School Reference Forms must be received by Kendrick School by Friday 9<sup>th</sup> February 2018.

**Late Applications**

Applications received after the deadline will be treated as late applications, but will be considered if submitted by 1st September 2018. Late applications are those which are received after the closing date (26<sup>th</sup> January 2018) and so cannot be considered with the "gathered field" of on-time applications. (See Treatment of Applications section.)

Late applicants will be added to the Waiting List in order according to their ranking as determined by their predicted GCSE scores. (See sections on “Treatment of Applications” and “Waiting List”).

### **Treatment of Applications in the Gathered Field (external candidates only)**

- The gathered field of applications consists of those applicants whose application form was received before the deadline and the school reference form has been received by Friday 9<sup>th</sup> February 2018.
- Suitable applicants will be invited to the school for Consultation Meetings in the week beginning Monday 26<sup>th</sup> February 2018. The purpose of these meetings is to explain the options available in the Sixth Form and the entry requirements for the courses.
- Provisional offers will be made by Friday 9<sup>th</sup> March 2018.
- Applicants will be assessed for suitability to attend a consultation meeting according to a points system as follows:
- Up to a maximum of the 8 best full course GCSE predicted grades, scored on the new GCSE grades for reformed GCSE subjects and the DfE equivalence system: (A\*- 8.5 points; A- 7 points; B – 5.5, C-4 points etc.) for the unreformed GCSEs. Two of the subjects must be full course GCSE Mathematics and English Language.

Applicants will be placed in a rank order according to the points scored as above. Candidates with a score of 54 or above (“the cut off point”) will be invited to a consultation meeting, according to the oversubscription criteria below if there are more applicants than places available. This is subject to the number of applicants invited not exceeding the number of places available.

### **Oversubscription Criteria**

Oversubscription criteria will be applied if the number of applicants with a points score of 54 or above exceeds the available number of places

In the case of over-subscription, places will be offered first to all internal applicants then to external applicants.

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and has named Kendrick School specifically on the statement will always be admitted as long as they have met the predicted score of 54.

Applicants who have been predicted 54 points or more will be ranked in the following order:

1. The applicant is a looked after child or previously looked after child<sup>1</sup>
2. The applicant is from Reading Girls’ School (partner school).
3. The permanent home address of the applicant is within the designated area of the school and the applicant is Pupil Premium or Service Premium child<sup>2</sup>. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium or Service Premium will be required.
4. The permanent home address of the applicant is within the designated area of the school and this home address is the address of the parent/carer and the applicant.
5. Applicants whose home address is NOT in the designated area of the school.

**Note:** in 1), 2) and 3) above, any such an applicant, provided she has achieved a predicted score of 54 or more, will be offered a place. The total number of places offered will be subject to the availability of courses and the total admission number for Year 12 not exceeding 140 (internal and external applicants).

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<sup>1</sup>A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardian ship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order
  - Adoption Order

<sup>2</sup>Pupil Premium are those students who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The service premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last 3 years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

### Designated Area

The designated area is determined by the postcode of the applicant's permanent home address. Places will be offered to applicants who are ranked high enough according to the GCSE point system described above and who reside within the designated area. This must be the applicant's permanent home address with their parent/carer at 31<sup>st</sup> August 2018. The school will ask for documentary evidence to support the application. Only if there are further places available will applicants who live outside the designated area be considered. The address which will be used for consideration to be living within the designated area must be the applicant's permanent address **by 31<sup>st</sup> August 2018**. The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces. See **Appendix 2** for the list of postcodes within the designated area.

The 'permanent address' is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time, for example the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday). The school may ask for documentary evidence to support the application.

### Waiting List

- The Waiting List will be used to offer places if any of the original offers are declined before 1st September 2018.
- It will consist of all applicants above the cut-off point who have not received an offer of a place by 9<sup>th</sup> March 2018 and any Late Applicants whose score is above the cut-off point.
- Waiting List applicants will be invited, in rank order, according to the oversubscription criteria to a consultation meeting on the basis of:
  - The overall availability of places.
  - Their subject choices.
  - The availability of places in those subjects.

*Applicants who remain on the waiting list after 30<sup>th</sup> June 2018, will be advised to contact the Admissions Officer, after GCSE results have been published, if they still wish to be considered for a place in the event of any becoming available. Details of the specific contact address will be given. These applicants will be considered, in rank order, on the basis described above. Applicants who do not confirm their continuing interest in a place will not be approached until those who have contacted the Admissions Officer at the school have been considered. It is unlikely that any places will be offered after 10<sup>th</sup> September 2018.*

### Tie-break situation

- Where two or more suitable candidates on the Waiting List have the same score, an invitation to a consultation meeting will be determined by distance from school.
- In the event of any places remaining once all applicants on the Waiting List have been considered, the Waiting List may be extended to those below the cut-off point. Where two or more suitable candidates have the same score, an invitation to a consultation meeting will be offered according to the oversubscription criteria. Thereafter, invitations to a consultation meeting will be determined by random allocation.
- In the event of random allocation being used, an independent adjudicator will be appointed.

### Oversubscription of Courses

Every effort will be made to accommodate students who are offered places and who meet the entry requirements for a place in Year 12 to do the subjects of their initial choice. However, applicants should appreciate that some subjects may become full. This will be most relevant to late applicants, to those offered places from the waiting list and to those who wish to change their original subject choices. Whilst the offer of a place will remain valid, students' options may be governed by availability in individual subjects.

### Confirmation of Places

Offers made by 9<sup>th</sup> March 2018 (or subsequently, in the case of late applications and waiting list applications) will be conditional on the applicant meeting the entry requirements in general and for the chosen subjects in particular. Offers are conditional on applicants confirming the place by 23<sup>rd</sup> March 2018 or, in the case of late application/waiting list offers, by the deadline given. **Offers will lapse if written confirmation is not received by the school by the given deadline.**

### **Fraudulent Applications**

Any information that is subsequently proven to be inaccurate will potentially invalidate that application.

### **Passport Requirements:**

All students must be entitled to hold a full British Citizen passport, be a national of the European Economic Area or have the right of residence in the United Kingdom.

### **Appeals**

Parents/carers and students have a right of appeal to an Independent Appeal Panel if they are not offered a place. Further details can be obtained online at Reading Borough Council's website or on the school's website.

## **APPENDIX 1**

**Applicants may only be offered a place if they are intending to live in the UK with their parents or carers and can meet the following conditions:**

- The parents/carers of the applicant must be entitled to reside and to work in the U.K.
- The parents/carers and applicant must have been granted visas/right of residence which will be valid throughout the duration of the A-level course, or which can reasonably be expected to be renewed as required throughout the duration of the A-level course.
- The school may require documentary proof for the above.

Applications will be processed as set out in this policy.

Applicants would be expected to attend a Consultation Meeting if required.

The offer of a place will not be made until the conditions set out above have been met or until the school has received confirmation that the conditions will be met before the applicant begins the course.

An offer of a place made on these conditions will be withdrawn if they are not met by 1st September 2018

Once taken up, an applicant's place will be withdrawn if visa requirements expire and are not renewed.

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## **APPENDIX 2 DESIGNATED AREA**

The address which will be used for consideration to be living within the designated area must be the applicant's permanent address **at 31<sup>st</sup> August 2018**. The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

The 'permanent address' is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time, for example the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday). The school may ask for documentary evidence to support the application.

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45

RG14 2, RG14 5

RG20 4, RG20 5, RG20 6, RG20 7

RG22 6, RG23 8, RG29 1

GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52

OX10 0, OX10 1, OX10 6, OX10 8, OX10 9, OX11 9, OX49 5

SL4, SL5, SL6, SL7, SL8, SL1 5, SL1 6, SL1 7, SL1 8, SL1 9

HP10 9, HP11, HP12, HP14 3

*NB: Postcode district is indicated by the first digit and the postcode sector by the second digit. Eg RG1 5BN: 1 represents district; 5 represents sector.*